Call to Order:

The meeting was called to order at 7:33 p.m. Present were Chair, Joan Duff, and members Ms. Anderson, Vincent Chiozzi (arrived at 7:41 pm), and John McDonnell (arrived at 7:37 pm), Mark Yanowitz, (arrived at 7:37 pm), and associate member, Jay Doherty; also present was Paul Materazzo, Director of Planning, Lisa Schwarz, Senior Planner, and Jacki Byerley, Planner.

34 & 36 Oriole Drive:

On a motion by Ms. Anderson seconded by Mr. Doherty the Board voted to reduce the performance guarantee for 34 & 36 Oriole Drive Subdivision to a zero balance. **Vote:** Unanimous (3-0)

Mr. Materazzo updated the Board on the upcoming town meeting and reviewed the warrant article and public hearing process.

Potential Rezoning – Chestnut Street:

Mr. Materazzo reviewed his memo to the Board regarding the potential downtown transitional overlay district for the 2012 town meeting. Will Doherty of 6 Chestnut Street reviewed his reasoning for the potential rezoning on his end of Chestnut Street and reviewed the surrounding businesses which include a gas station, an office park, two law firms, two apartment buildings and an elementary school. He also noted there is plenty of off-street parking and stated that he didn't believe the rezoning would impact the neighborhood. Mr. Materazzo reviewed the highlighted map that was included in the Board's packet and noted the highlighted areas indicate general locations for discussion purposes with the specific locations being teased out during meetings with area residents/businesses. The Board discussed a past warrant article that was withdrawn to rezone Punchard Street. Mr. Yanowitz asked what went wrong with that article. Ms. Anderson reviewed her recollection of the public hearing and noted the residents were concerned with the character of the neighborhood and the transition to the downtown area. Ms. Schwarz noted that you need to involve the residents, and people who have businesses in the downtown area in the rezoning process. Mr. Yanowitz noted that he would be interested in being the liaison for a task force working group for a potential downtown transitional overlay district. Ms. Markell of 60 Chestnut Street questioned if they would be allowed to tear down a house and rebuild an office building. Mr. Materazzo noted that any potential overlay district would have to respect the character of the existing neighborhoods.

Subdivision Rules and Regulations:

The Board opened the public hearing that was continued from the Dec. 14th meeting to consider amendments to the Planning Board's Rules and Regulations Governing the Subdivision of Land. Ms. Byerley reviewed her memo to the Board dated January 10, 2011. Ms. Byerley reviewed the proposed changes on pages 32, and 33 and noted the detail sheet has also been revised to reflect the new language.

Along with the refining of the Local Streets language other minor changes have been prepared:

- Page 11 Site conditions rewording to the 50 foot topography outside the subdivision
- Page 35 Sidewalk waiver removal of "...upon the advice of the Department of Public Works or consulting engineer", this information is not necessary to have written because the Board's practice is to seek a recommendation from DPW on construction costs.

Subdivision Rules and Regulations (cont.):

• Page 44 – Side underdrain - removal of ... "as specified by the Department of Public Works...", this language is redundant because the sentence already states that it will be a written decision by the Director the Public Works.

Ms. Anderson expressed concern regarding the language on page 33 (f) and would like to strike it entirely. Ms. Byerley reviewed the language and noted they can waive that requirement at the request of the applicant with site specific reasoning and reviewed other projects that have punched through a cul-de-sac. Mr. McDonnell noted that if a large parcel was at the end of a cul-de-sac they would have to disclose that it could be built in the future. The Board discussed Ms. Anderson's suggestions and how they wanted to proceed. Mr. Chiozzi reviewed the Willoughby Estates project when someone bought a house at the end of a cul-de-sac demolished the house and put a roadway in to access land that was landlocked and that is why that regulation was put in effect. Ms. Anderson stated for the record that she is not comfortable with the language on page 33 (f). On a motion by Ms. Anderson seconded by Mr. McDonnell the Board voted to close the public hearing to consider amendments to the Planning Board's Rules and Regulation Governing the Subdivision of Land. **Vote:** Unanimous (5-0)

On a motion by Ms. Anderson, seconded by Mr. McDonnell the Board voted to approve the amendments to the Planning Board's Rules and Regulation Governing the Subdivision of Land. **Vote:** Unanimous (5-0); Ms Anderson noted that she spoke with Alex Vispoli and he said he sat on a Board where they would name street after the veterans of that town and thought the Board could incorporate that into potential names of streets in subdivision.

Town Meeting 2011:

Parking Regulations:

The Board opened the discussion that was continued from the Dec. 14th meeting concerning the proposed amendments to the Parking regulations and the Table of Off-Street Parking requirements in the Zoning by-law. Ms. Schwarz reviewed her memo to the Board dated January 5, 2010 and reviewed the changes in the Table of Off-Street Parking requirements. Mr. Doherty noted that there are more parking requirements for banks than restaurants. Ms. Schwarz noted that they want to encourage retail on the 1st floor and office on the 2nd floor. The Board discussed parking in the GB District. Mr. Yanowitz questioned in anyone monitors the special permit for reduction of parking to see if the businesses are complying with the conditions. Mr. Chiozzi noted that there is no after the fact monitoring it is complaint driven. Ms. Schwarz asked if the Board wants to submit the proposed parking regulations as a warrant article for town meeting. Mr. Chiozzi suggested staff put together a list of recently issued special permits for reduction of parking to see if they comply with the proposed amendments. On a motion by Ms. Anderson seconded by Mr. McDonnell the Board voted to submit the proposed zoning amendments to the parking regulations as a warrant article for town meeting. **Vote:** Unanimous (5-0)

Cluster Development Bylaw:

The Board took up the discussion that was continued from the Dec. 14th meeting regarding the proposed amendments to the Cluster Development Bylaw. Ms. Byerley reviewed her memo to the Board dated January 6, 2011 and noted that she has spoken with Alix Driscoll regarding open space; she would like the bylaw to reflect that the open space should be accessible to the public

Cluster Development Bylaw (cont.):

Ms. Byerley stated that it should be on a case by case basis depending on where the open space is and who has control of that open space. The Board discussed the proposed changes and questioned the use of a Landscape Architect on page 3 (a). Ms. Byerley noted that a Landscape Architect would be part of a multidisciplinary team to have the site designed for the best use of the land. Mr. McDonnell questioned the legality of the use of a Landscape Architect. Ms. Anderson suggested that rather than replacing the Cluster Development the Board should add this as a new section of the zoning by-law. Mr. Yanowitz noted that in his business he has seen more landscape architects being used on more green sites. Ms. Byerley noted on page 3 (a) the Board could delete "a certified Landscape Architect"; which would still require a landscape architect to be involved in the project but not the lead. Ms. Schwarz noted that you want the applicant to think about the site, charter of the neighborhood and have a design that is sensitive to the land and a Landscape Architect can help. Ms. Anderson discussed the reasoning why she wants to add this as a new section of the by-law rather than amend the Cluster Development. On a motion by Ms. Anderson seconded by Mr. McDonnell the Board voted to submit a warrant article for the Open Space Residential Development as a separate section of the zoning bylaw. **Vote:** Unanimous (5-0); Ms. Byerley noted that with the Board's vote most of the information is complete and can be modified by e-mail comments should be submitted to Ms. Anderson by Monday so the changes can be incorporated into the warrant article.

Other Business:

The Board discussed sending out letters for any Advisory Board and/or Committee that provides input to the Board outlining the Board's policies and procedures when the Board is the designated permit granting authority. Ms. Schwarz noted that the Board should have a meet and greet with the committees they interact with. Ms. Anderson questioned if the Board could do a generic letter or if the letter should be tailored to the board or committee. The Board was in consensus to send out letters to Advisory Board and/or Committee that provide input to the Board outlining the Board's policies and procedures when the Board is the designated permit granting authority.

Adjournment: The Board voted to adjourn the meeting at 9:34 p.m.